

PROCESSING PC ORDERS WITH NWS – Dell Hardware, Vendor INFIAN #102792

- You must have sufficient funds in the appropriate capital account **before** creating your requisition.
- You must attach an electronic copy of your Dell equote to your requisition.

1. Select Financial Management > Procurement > Purchasing > **Requisitions**
 - Press “New”
2. From the Department drop-down box, select the entry that includes “IT Routing” in the name; tab to the next field.

New World Systems City of Hampton - LIVE System

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Requisition List
Requisition

Entry

Template
Department: Risk Management-IT - Risk Management.IT Routing
Vendor: 102792 - INFIAN LLC
Description: Computer Order for (Ex Risk Management)
Category: Standard
Form Type: SSRS - SSRS

Purchasing Address: WHEAT SOLUTIONS
G/L Date: 05/06/2013
Deliver by Date: 06/30/2013
Resolution Number
Bill To Location: C222 - C222-RISK MGMT
Assigned to Buyer

Item: <New> Number of Items: 0 Requisition Total: \$0.00 Encumbered Amount: \$0.00

Item: Computer Equipment.CE-Comp Equ
Description: Dell Equote #23456789
Quantity
Unit of Measure: EA - Each
Price per Unit: \$0.00
G/L Account
Contract

Detail
Vendor Part Number
Employee
Ship Via: VEND-Vendor - Vendor Delivers
Ship To: C222 - C222-RISK MGMT
Freight Terms: None - No Shipping Charges
Confirming Request: 1099 Item
Taxable Item: Create New Asset

Save Save/New Item Save/New Requisition Delete Item Delete Requisition Reset

Enter the following header info:

3. Vendor # **102792 – Infiان** (**NOTE – this is a change effective May 1, 2013**)
4. COMPUTER ORDER for DEPARTMENT NAME in description field (Ex: COMPUTER ORDER for TREAS)
 - In the notepad area type: **RFP 09-6187-12**
5. SSRS for Form Type
6. Select Purchasing address = WHEAT Solutions, 2810 North Parham, Richmond, VA
7. Enter a Deliver by Date that's 2 weeks from the GL Date shown

In the ITEM area, enter the following:

8. Item Prompt: Enter Computer Equipment in the Description field and press Search. Select commodity code GRP6.207.79.
9. Description: Dell Equote, followed by your equote number
10. Quantity, Unit of Measure, Price per Unit: enter info from your quote
11. G/L Account: must use an 08260 account code
12. Ship Via: VEND – Vendor Delivers
13. Ship To: Your department code
14. Freight Terms: None

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***** Press Save before going further *****

If you receive a message that you're creating an asset under \$1,000, press "Accept."

15. Press the notepad icon to add more detail to your item description as shown below:

The screenshot shows the 'Item' detail form in the NWS system. The 'Item' dropdown is set to 'Application Software, Microcomputer'. The 'Description' field contains 'Dell Equote #123456789123'. The 'Unit of Measure' is 'EA - Each'. A 'Logos.NET -- Webpage Dialog' window is open over the form, titled 'Detail Description'. It contains a text area with the following text: 'For (actual user name), phone # ____-____' and 'For configuration questions call (name of person who can authorize changes to configuration), phone # ____-____'. The dialog has 'OK' and 'Cancel' buttons at the bottom. The main form has 'Save' and 'Save/New Item' buttons at the bottom left.

Include:

- the name of the individual who will use the pc,
- their phone number,
- the name of the person who can authorize changes to the configuration if necessary,
- their phone number.

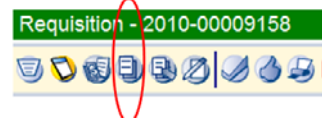
16. Add more hardware Items to the requisition as required.

17. **Attach your Equote(s) using the NWS "Documents" feature shown here. >**

18. Press Save.

19. Approve the requisition (both level 1 & level 2).

20. Forward your approved requisition to an IT approver.



To approve your computer order, IT needs both a hardware requisition (Infian) *and* an MS Office software license requisition (SHI). Only after IT receives both requisitions can they be reviewed.

- Once we determine that your quotes are active and your requisitions are complete, IT will approve the requisitions and send you an NWS note to post them.
- After you post them, they will be available for Procurement to process as purchase orders. You should track the progress of your purchase orders through the links in your requisitions.
- IT will receive a copy of the completed PO's from Procurement after the Buyer has completed the posting process. We will place your order after we receive the PO information.

**** NOTE: Hardware pricing may fluctuate as much as 5% from the date you create your equote and ****
**** the date your order is placed. ****